



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 1050.1

COMSC INSTRUCTION 1050.1

Subj: LEAVE POLICY FOR MILITARY PERSONNEL

Ref: (a) MILPERSMAN 1050-030

1. Purpose. To emphasize the importance of having an aggressive, but sound leave program. Taking a break from the daily obligations and responsibilities of service to our Nation is a benefit all Sailors work hard to earn and should enjoy. Leave promotes good morale, increases motivation and improves performance. Commodores, Commanding Officers and Officers in Charge should make it a top priority to encourage and assist their Sailors to use, on average, their entire 30 days of earned leave each year. Experience has proven that vacations and short periods of rest from duty provide benefits to morale and motivation, both of which are essential to maximize mission effectiveness.

2. Background. Reference (a) promulgates the Navy's Policy on the granting of leave to naval personnel. All hands shall review this policy to ensure maximum utilization of this very important Quality of Life privilege.

3. Responsibility. Every year, the term "use or lose" becomes synonymous with a disproportionately high number of leave requests submitted towards the end of the fiscal year. This inefficient practice reflects negatively on the command's leadership, adversely impacts mission, and defeats the sole objective of the leave program; to provide for the health and welfare of service personnel. It also adversely affects attitudes of the members and their families, and may influence their career decisions.

4. Action. Commodores, Commanding Officers and Officers in Charge will establish an aggressive annual leave program. Review your Unit Commander's Finance Report (CO's Leave Listing) and advise those personnel who will have more than 60 days leave at the end of the Fiscal Year to take respite from the work

environment and use some of their leave. In accordance with the CNO's guideline, the command leave program should provide the opportunity to take frequent periods of leave, including the opportunity to take at least one leave period each year, of about 14 consecutive days in length and longer, when possible. Determined adherence to the Navy's leave policies at all levels will have a positive impact on costs, morale, level of performance, and career motivation.

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M. L. SEIFERT
Chief of Staff

Distribution:

COMSCINST 5215.5

List I (Case A, B, C, D)

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